



COUNTY OF MONO

J O B A N N O U N C E M E N T

FILING DEADLINE:

Final Filing Date: 6/18/2010
Deadline Extended

***Economic Development
Temporary, Part-time***

Bridgeport / Mammoth Lakes, CA

SALARY

Salary: \$15 per hour

The County of Mono is accepting applications for temporary/part-time un-benefited personnel to staff the Bridgeport Visitor Center. The Bridgeport Visitor Center is tentatively scheduled to be open from mid-June to mid-September from 10 a.m. – 6 p.m., Friday, Saturday, Sunday and some holidays. This schedule is approximate and is subject to change.

Example of Duties:

The duties for this position include, but are not limited to:

- Welcome and assist the public visiting the Bridgeport area and Mono County
- Open and close Bridgeport Visitor Center.
- Stock and replenish Visitor Center collateral materials using resources and suppliers available.
- Research and provide accurate information to the public about local businesses, recreational opportunities, lodging, events, museums, Bodie and other attractions, as well as other visitor resources and services.
- Maintain the Bridgeport Social Media sites.
- With minimal supervision, perform general reception and office duties.
- Collect visitor contact information and visitor surveys. Use internet and other guides or resources to retrieve information for visitor inquiries.
- Provide monthly report to RPAC and Chamber on number of visitors, visitor contact information and surveys collected, as well as general trends/observations.

Desirable Qualifications:Knowledge of:

- Bridgeport area & Mono County – Accommodations; Campgrounds and RV parks; Activities; Events; Attractions of Local Resources
- Public relation/customer service skills – Outgoing personality, high energy level, a good sense of humor
- Proper English usage, spelling, grammar, and punctuation
- Computer software such as Word, Outlook, Internet, Social Media

Ability to:

- Work independently
- Tactfully and courteously provide a variety of public assistance.
- Follow oral and written directions.
- Problem-solve with minimum supervision.
- Establish and maintain cooperative working relationships.

Minimum Qualifications: Experience with office or administrative support work. Experience with public and phone contact. High School Diploma or GED. Possession of a driver's license valid in California.

Desirable Qualifications: Knowledge of: Good public relations techniques and exceptional customer service skills, internet and word processing capabilities; correct English and grammar usage; knowledge of Bridgeport region and Mono County. Ability to: Interact positively with the public; perform a variety of office support and administrative work.

Selection Process: The selection process may include any of the following: application, a written test that includes math, and an oral interview (weighted 100%).

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain a job flyer, job application by accessing Human Resources Employment Opportunities website: www.monocounty.ca.gov. All completed applications received by 5:00 p.m. 6/18/2010 will be considered. E-mailed (hr@mono.ca.gov) or faxed applications will be accepted provided the application with the original signature is postmarked by 6/11/2010.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE

P.O. Box 696 ~ Bridgeport, California 93517

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